



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT – TAX

POSITION: ADMINISTRATIVE ASSISTANT – TAX

DEPARTMENT: ADMINISTRATION

REPORTS TO: ADMINISTRATIVE MANAGER

SUPERVISES: NONE

SUMMARY: Reporting directly to the Administrative Manager, the Administrative Assistant for Tax will handle all assigned duties relating to property taxes. This person will provide backup reception for incoming telephone calls, counter service for citizens and respond to citizen concerns. As well as, assist with general office duties and provide clerical assistance where required.

MAJOR RESPONSIBILITIES

1. Provide excellent customer service
 - Respond to citizen concerns in a courteous and friendly manner
 - Answer incoming telephone calls promptly
2. Primarily responsible for Town Property Taxes
 - Process annual assessment of property taxes
 - Generate and send out tax notices
 - Make changes/adjustments to tax notices as directed
 - Prepare tax certificates
 - Maintain proper filing system in accordance with the Town of Pincher Creek Retention and Disposal of Municipal Documents Bylaw #1569
 - Process TIPP
 - Process 305 changes as directed by Property Tax Assessor
 - Update GIS system via ORRSC
 - Review and record Land Title changes on the 1st and 16th of every month prior to filing
3. Organize events, meetings and special occasions as assigned
 - Coordinate meetings for CAO and Supervisor as required
 - Make reservations for hotels for conferences and conventions
 - Register Council and staff for courses
 - Arrange meals for meetings
 - Ensure proper setup is completed for all Council and Special meetings
4. Provide clerical assistance as required
 - Provide clerical assistance to supervisor as assigned
 - Prepare documents, reports and promotional material as directed
 - Create required documentation
 - Develop and assign reports

- Brochures and pamphlets
 - Newsletter
 - Bylaws – post on the website and file in the binders
 - Submit newspaper ads and review proofs
 - Prepare Council package for distribution and maintain Council Distribution list
 - Open mail and put in folder for CAO or designate to distribute as required
5. Provide backup as required
- Reception
 - i. Provide backup in the reception area when Reception Administrative Assistant in on lunch, coffee, vacation, etc.
 - ii. Respond to incoming telephone calls
 - iii. Meet, greet and assist members of the public at the counter
 - Provide administrative and clerical assistance as required
 - Cross-train for other administrative functions with the Administration Department (including Community Services and Operations) when required
 - Assume duties of any other administrative function within the Administration Department (including Community Services and Operations) as directed
 - To prepare bank deposits
 - Create required documentation
 - Maintain deposit records
6. Attend meetings as required
- Ensure professional conduct of meetings
 - Take notes as required
7. Responsible for working safely and following safety policies
- Provide safety orientation for new employees, visitors and contractors
 - Participate in the Health and Safety program
8. Maintain work area in a clean and tidy manner
- Responsible for kitchen duties
 - Maintain office equipment
 - Sanitation such as disinfecting door knobs, etc.
9. Ensure professional dress and deportment
10. Take ownership and solve problems as required
11. Ensure supervisor is fully apprised of all relevant and pertinent matters
12. Adopt and demonstrate professionalism and integrity in the workplace
13. Assist with emergent or unforeseen tasks as required
14. All other duties as assigned by either supervisor or the CAO

QUALIFICATIONS:

- High School Diploma

ASSETS:

- Administrative Diploma
- Training/mentoring skills
- Communication skills
- Organizational skills
- Motivating others
- Knowledge of municipal tax
- Able to handle multiple issues/priorities at the same time

Employee Signature

Date

Director/Manager Signature